

**Texas AgriLife Extension Service
The Texas A&M System**

Duties of the 4-H Coordinator

The County 4-H and Youth Development Program is the responsibility of the total county extension faculty. To enhance effectiveness and efficiency, one county faculty member will be appointed as County 4-H Coordinator. The basic duties of the County 4-H Coordinator are to provide leadership for 4-H program efforts to include (but not limited to) the following:

- Confer with all county faculty on their 4-H program responsibilities.
- Provide leadership in completing all required 4-H reports (ES-237, 4-H enrollment, etc.).
- Coordinate 4-H diversity efforts, reports, and documentation.
- Coordinate the 4-H & Youth Development plans of the county program.
- Provide leadership for 4-H interpretation efforts to Commissioners' Court, School Officials, City Officials, and County Stakeholders
- Coordinate 4-H topics that need discussion at faculty office conferences.
- Give leadership to the plan for faculty involvement in 4-H club meetings.
- Give leadership to the plan for faculty involvement in 4-H groups, including County 4-H Youth Board/Committee, County 4-H Council, County 4-H Ambassadors, Volunteer/Parent Association or Booster club, Teen Leaders Association, or Youth Boards, or related organized groups.
- Provide leadership for faculty involvement in volunteer training to 4-H club managers, 4-H club officers, Master 4-H volunteers, and project (subject matter) training
- Provide leadership for faculty involvement for county, district, and state learning strategies (event coordination, due dates, entry dates), including but not limited to:

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|-----------------------|--------------|-----------------------------|
| • Food Show | • Consumer | • Nutrition |
| • Horse Show | • Livestock | • Speaking |
| • Livestock Shows | • Horse | • Educational Presentations |
| • Fashion Show | • Meats | • Public Speaking |
| • Photography Contest | • Quiz Bowls | • Share-the-Fun |
| • Scholarships | • Horse | |
| • Judging | • Beef | |

- Provide leadership for faculty involvement for expansion efforts in curriculum enrichment, special interest projects, agricultural literacy, and 4-H After School Programs.
- Coordinate collaborative efforts with other youth serving organizations in the county.
- Give leadership to required cash management procedures for 4-H.
- Give leadership to required Youth Protection Standards procedures.

Acknowledged:

Approved:

4-H Coordinator

District Extension Administrator

Date

Date